

Commonwealth of Massachusetts
LEADING BY EXAMPLE PROGRAM

OFFICE **GREEN** EASY-TIPS

We can all take action to reduce our environmental footprint; conserving natural resources, reducing energy consumption, and saving the Commonwealth money.

Here are a few simple things that **YOU** and **YOUR AGENCY** can do to *lead by example*:

- Print and make double-sided copies of all documents
- Set printing margins at .75, use single spacing and smaller font size
- Only print documents you need
- Recycle all office papers, envelopes, newspapers, magazines
- Recycle batteries
- Recycle all cans and bottles
- Re-use office supplies before buying new
- Purchase recycled content, energy efficient, and other environmentally preferable products
- Replace incandescent light bulbs with compact fluorescents
- Shut-off all computers, lights, and appliances when not in use
- Use mass transit, bike, or carpool to get to work



YOU CAN MAKE A DIFFERENCE!

EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS – DEPARTMENT OF ENERGY RESOURCES
Implementing Governor Patrick's Executive Order 484: Leading by Example—Clean Energy and Efficient Buildings

www.mass.gov/eea/leadingbyexample

For more info and green office tips visit: <http://www.massrecycle.org/>